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May 1990

ISD News and Views

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Mainframe

6670 Laser Printer to be Removed from Service

With the successful implementation of the new IBM model 3825 laser printer, ISD plans to remove the 6670 laser printer from service as of July 1, 1990. The large majority of those applications which have used the 6670 have now been converted to use the 3825. This conversion has gone quite well and we anticipate that the remaining applications can be converted by this date. If you have applications currently using the 6670 and have not previously contacted us concerning the conversion of these applications, please do so immediately. You may call Mick Plovanic at 3335. Mick will work with you to assure the successful conversion of your applications. If we are unable to successfully convert any of these applications by July 1, we will delay removing the 6670 from service as required.

Microcomputer

R:Base Release 3.0 Upgrade

Microrim has announced R:Base for DOS Version 3.0, with a scheduled release date of April 30. This article will detail some of the new features of R:Base 3.0, the pricing strategy, and some problems/suggestions regarding upgrading to the new release.

Microrim has listed more than 70 new features in R:Base 3.0, only some of which are listed here. One major change is a revamped user interface, which was designed to be easier for novice users. It incorporates the use of pull-down and cascading menus, and mouse support. Pop-up windows are now a documented feature of R:Base which may be included in your database applications. Field entry procedures may now be programmed to perform individual field editing. Picture formats, or masks, may now be used for fields on reports. Printer driver files are provided, so that using special print styles is much simpler. ANSI Level 2 Structured Query Language (SQL) is fully implemented in this release, with some functional extensions which are DB2 compatible.

PLEASE RETURN

Release 3.0 will be priced as follows (if you act by June 30, 1990):

- upgrade to single-user 3.0 (from R:Base for DOS) $175
- upgrade to single-user 3.0 (from R:Base System V) $275
- first 5-pack bump disk $300
- additional 5-pack bump disks $150

There will no longer be a "network unlimited" version of R:Base. If you are using R:Base on a PC network, you must now decide the maximum number of concurrent users of R:Base you might have, and purchase the appropriate number of bump disks. A $50 discount will be given to those users subscribing to Microrim's software maintenance plan.

The current version of the R:Base compiler will not function with R:Base 3.0. The compiler will be upgraded to work with 3.0, but I wouldn't expect it for at least a year. In the meantime, Microrim will allow registered compiler users to continue to distribute applications by selling you one R:Base Runtime disk for $25.00, with an unlimited distribution license.

There are structural changes in the database in Release 3.0. A conversion program must be run to convert your old database (.RBF files) into the new format. Once this is done, the database can no longer be accessed using the old (System V or version 2.xx) R:Base software.

If you have an existing, unaltered application which was generated through version 2.xx Application Express, it can be loaded into the version 3 Application Express module and saved. However, if you programmed any of your own applications or command files yourself, they must be run through a conversion program.

The Information Center is on Microrim's list to receive R:Base for DOS release 3.0 as soon as it is available. When we receive it, we will perform some preliminary testing on it and make recommendations on upgrades to all state government R:Base users. If you have any questions on the new release of R:Base, please call Jeff at 444-2072.

Novell Select Utility Available

In a Novell network environment, several file servers may be available at logon time. With the increase of servers attaching to ISD's Network Backbone, this present some confusion when attaching to a file server. Novell's workstation software (NET3), searches for any available server on the network when loaded into the PC. The function called "Get Nearest Server" allows the PC to attach to the first server to respond for its LOGIN directory and files. The user may not be aware of which server they are attached to. Even if the user logs in to another server, there remains a hidden connection to the first server attached to. This usually won't cause a problem. However, if the first server should halt or become disconnected, it can crash any workstation that initially attached to it.

There is also a possibility of attaching to a server with a different Novell version than the server to be logged in to. If a workstation attaches to a server with a newer Novell version, and then tries to log on to a later version server, the older version LOGIN program may not be able to interpret some of the system login script commands. This will not crash the workstation, however, the login script could abort before completion and not fully set the workstation environment.

The Novell SELECT program can remedy both of these problems. SELECT breaks all connections with the server that NET3 attaches to and establishes new connections with the users's specified server, using its LOGIN directory and files.

SELECT may be invoked from the command line, or included in the workstation's AUTOEXEC.BAT file immediately after NET3 is executed. Use the statement "SELECT <servername>" replacing <servername> with the user's desired server, to activate the program. SELECT cannot be invoked from a system or user login script.

Anyone interested in acquiring the SELECT program may call the Information Center and talk to Lee Bruyer at 2974, or stop by with a diskette to receive a copy. Two files are available, SELECT.EXE, the program, and SELECT.DOC, the instructions for using it.

Spruce Up with Graphics

Tired of writing plain and boring newsletters? Do you wish you could add a picture here and there, but think it's too complicated? If you have access to WordPerfect 5.0 then you can spice up dull documents with a minimum of effort. This article is a basic introduction to graphics, and it should give you a good start to fancier, more exciting desktop publications.

The first thing that is needed to create a graphic in WordPerfect 5.0, is a box to place it in. Perhaps you've tried this using the Alt-F9 keys, and noticed there are several different types of boxes. Don't get confused, just remember that as a beginner it isn't critical to know the ins and outs of each type of box. For most purposes the figure box option will work just fine, because a box is just a place for WordPerfect to position the picture. If it is the first time you are adding a graphic then you are creating it. Here are the keystrokes that will get you started: Alt-F9, 1, 1.

With that set of keystrokes you will be on a screen titled **Definition: Figure.** The first option located at the top of this menu is 1) **Filename**. You would choose this option to paste a picture in the box you have created. In the appendix section of the WordPerfect manual you will see a sampler of the thirty clip-art images that are available with the program. When you press 1), WordPerfect will prompt you to *enter filename*. The filename is the same one that is listed in the appendix. WordPerfect, as always, made it simple for you to retrieve the images so you can save keystrokes and not have to remember all the names of the pictures. To do this select F5 (List files) and type in the name of the directory that contains your graphic images. You will need to know where this directory is before you begin. Once you're there just highlight the

name of the graphic as you would any other file in WordPerfect and retrieve it in the usual manner. If you have trouble finding the desired clip art image, contact the person that installed WordPerfect 5.0 (or 5.1) on your computer. A helpful hint: WordPerfect's Clip Art Images have file extensions of **.WPG**. There are several other options on the **Definition: Figure** menu that you will want to explore. The second one, **2) Caption**, is simply a way to add some text to your picture. This is where you would add a title or if you don't want a title, just ignore this choice. The third option, **3) Type**, has three alternatives. They are: **Paragraph, Page, Character**. The differences in these choices, as explained in the WordPerfect manual are: the paragraph type is what you would select if you want the graphic to stay with the surrounding text; the character type graphic is treated as a single character regardless of size (this type you would most likely use in a footnote); the page type is the one to select if you want the graphic to stay in a fixed location. If you need more information on these three types, the reference manual has a nice explanation of each. Most of the time you will want to have the picture in a fixed location so you would use **Page**. The rest of the options for creating a graphic are straight forward.

The remaining options on the **Definition: Figure** menu for the most part deal with the location of the box on the page. If you selected the page type from above, then you may use the **4) Vertical** and **5) Horizontal position** options to set the location. The **6) Size** option lets you select how large or small you want the graphic, and WordPerfect will scale the image to the size you want. The seventh option, **7) Wrap Text Around Box**, is self explanatory. Finally the last option, **8) Edit**, allows you to make various changes in your image. For example you can rotate the image, or reverse the black and white areas. I suggest you just play with the various choices on the edit menu to see what you can do. A word of warning though about the two menus on the edit screen, the top menu is very simple and straight forward, where as the bottom menu is more precise and may be confusing to a beginner. I recommend just using the top menu until you feel confident with graphics. Then experiment with the bottom menu, stretch your pictures with the scaling options and amaze your coworkers with some interesting and unusual pictures.

Now you are ready to experiment and to try adding graphics. With a little practice you will be on your way to becoming a desktop publication expert. Don't be afraid to try options that are not mentioned in this article. The WordPerfect manual explains each option and also has a few suggestions for sprucing up those dull reports.

NOTE: For helpful step-by-step instructions, Lesson 17 of of the WordPerfect 5.0 workbook walks you through retrieving a Clip Art Image into a document. Lesson 30 is little more advanced. You create a newsletter. Warning - you may not have enough memory to print or view the document. For WordPerfect 5.1, Lessons 17 and 31 deal with graphic images.

Training Information

All classes will be held in Room 25 of the Mitchell Building and there will be a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) will also be held in Room 25 but the limit will be 20 participants.

The cost of the classes are as follows:

Class Name	Subscriber	Non-Subscriber
Introduction to TSO/SPF	$ 50.00	$ 50.00
Introduction to JCL	200.00	200.00
Introduction to Culprit	150.00	150.00
Culprit Programming for IDMS	100.00	100.00
Personal Services/PC	30.00	30.00
Personal Manager	30.00	30.00
Beginning Microcomputer Skills	50.00	70.00
Fundamentals of DOS	50.00	70.00
Intermediate DOS	50.00	70.00
Introduction to WordPerfect 5.0	75.00	105.00
Advanced WordPerfect 5.0	75.00	105.00
Conversion WordPerfect 4.2 to 5.0	50.00	70.00
Introduction to WordPerfect 5.1	75.00	105.00
Advanced WordPerfect 5.1	75.00	105.00
Conversion of WordPerfect 5.0 to 5.1	30.00	40.00
Introduction to Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Advanced Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Conversion of Lotus 2.01 to 2.2	30.00	40.00
Conversion of Lotus 2.01 to 3.0	30.00	40.00
Spreadsheet Design and Documentation	50.00	70.00
Intro. to Macros for Lotus 123	35.00	45.00
Intermediate Macros for Lotus 123	35.00	45.00
Advanced Macros for Lotus 1-2-3	35.00	45.00
Introduction to Lotus 1-2-3 Databases	100.00	140.00
Micro Database Concepts and Design	50.00	70.00
Beginning R:Base for DOS	100.00	140.00
Intermediate R:Base for DOS	100.00	140.00
PFS:Professional File	50.00	70.00
Freelance	50.00	70.00
Using Novell Network	30.00	40.00
Using the IBM PC-LAN	30.00	40.00
Demonstrations	FREE	FREE

Training Calendar

Data Network Classes

June 6 am	State Telephone Training

Microcomputer Classes

May 29	Micro Database Concepts and Design
May 30, 31 & Jun 1 am	Beginning R:Base for DOS
June 4 am	Conversion of WordPerfect 5.0 to 5.1
June 7 & 8 am	Advanced WordPerfect 5.0
June 11 & 12 am	Introduction to WordPerfect 5.1
June 13 & 14	Introduction to Lotus 1-2-3 Rel 2.2
June 15	Beginning Microcomputer Skills
June 18 & 19	Introduction to Lotus 1-2-3 Rel 3.0
June 20 & 21 am	Advanced WordPerfect 5.1
June 25	Fundamentals of DOS
June 26 pm	Conversion of WordPerfect 5.0 to 5.1

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center or the Computer School

DATE: June 15, 1990
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- Word processing
- File management
- The operating system
- Spreadsheets and graphics
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of the Information Center or the Computer School

DATE: June 25, 1990
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Special files like CONFIG.SYS
- Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- How to interpret batch files
- Backup procedures

CONVERSION OF WORDPERFECT 5.0 TO 5.1: presented by Melanie Coughlin of the Information Center.

DATE:	June 4, 1990 June 26, 1990
TIME:	8:30 am to 12:00 noon on June 4 1:00 pm to 4:30 pm on June 26
PREREQUISITE:	Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for those people with previous experience in WordPerfect 5.0 and are facing WordPerfect 5.1. The class is a hands-on experimenting with the brand new features implemented into the new version and the features that have changed.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of the Information Center or the Computer School

DATE:	June 7 and 8, 1990
TIME:	8:30 am to 3:30 pm first day 8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

INTRODUCTION TO WORDPERFECT 5.1: presented by staff of the Information Center or the Computer School

DATE:	June 11 and 12, 1990
TIME:	8:30 am to 3:30 pm first day
	8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for those users new to WordPerfect 5.1. No prior experience with WordPerfect is necessary. This class will lead participants from the basics (creating, editing and printing. Progressively advanced features (formatting, spell check, block functions and others) will also be covered.

ADVANCED WORDPERFECT 5.1: presented by staff of the Information Center or the Computer School

DATE:	June 20 and 21, 1990
TIME:	8:30 am to 3:30 pm first day
	8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to WordPerfect 5.1

This class is geared for the people who are proficient in the basics of WordPerfect 5.1. Topics include footnotes, text columns, sorting, style sheets, master documents, keyboard layout and graphics. Some of the new features will also be covered such as tables, advanced merging and labels.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3 RELEASE 2.2: presented by staff of the Information Center or the Computer School

DATE:	June 13 and 14, 1990
TIME:	8:30 to 4:30 each day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience.

This class will concentrate on using 1-2-3 Release 2.2 to design, create, edit and print spreadsheets and to create graphics. Some intermediate features such as the new Allways Add-In product will be used to enhance the printing of spreadsheets and graphs.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the Information Center or the Computer School

DATE:	June 18 and 19, 1990
TIME:	8:30 am to 4:30 pm each day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience. This class will cover design, creation, printing and editing of 1-2-3 Release 3.0's 3-dimensional spreadsheets. Connecting these spreadsheets with use of formulas will also be included. Also, several graphic features, use of multiple spreadsheets within a single file and ability to have multiple files open at the same time will be incorporated.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

Database Classes

MICRO DATABASE CONCEPTS AND DESIGN: presented by Jane Black Eagle of the Information Center

DATE:	May 29, 1990
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

BEGINNING R:BASE FOR DOS: presented by Jane Black Eagle or Jeff Holm of the Information Center

DATE:	May 30, 31 & June 1, 1990
TIME:	8:30 am to 4:30 pm first two days 8:30 am to 12:00 noon third day
PREREQUISITE:	Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

Miscellaneous Training

The following is a list of microcomputer classes being offered by the Great Falls Vo-Tech Center. Each is a one week class with times specified.

June 4-8	4-7 pm	Introduction to Computers
	7-10 pm	Beginning Enable (Integrated Software)
June 11-15	4-7 pm	Microcomputer Applications
	7-10 pm	Introduction to Disk Operating System

Great Falls Vo-Tech Seminars (continued)

June 18-22	4-7 pm	Beginning Spreadsheets (Lotus 1-2-3)
	7-10 pm	Microcomputer Applications
June 25-29	4-7 pm	Intermediate Spreadsheets (Lotus 1-2-3)
	7-10 pm	Beginning Micro Word Processing (WordPerfect 5.0)
July 9-13	5-8 pm	Intermediate Enable (Integrated Software)

Tuition fee will be $50.00 per class and a First-Time Application Fee of $10.00. All classes will be held in Room 203 at Vo-Tech Center at 2100 16th Avenue South.

If you would like to register for any of these classes, contact Nancy Peterson of the Great Falls Vo-Tech Center. The Vo-Tech's phone number is 771-7140 or 800-446-2698.

Students born after December 31, 1956 must show proof of having been immunized against measles and rubella on or after their first birthday and after December 31, 1967.

ISD CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND RETURN IT TO THE INFORMATION CENTER BUREAU PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

_____

_____

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

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